

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

April 18, 2006

CALL TO PODIUM:

Fred Felton, Assistant City Manager

RESPONSIBLE STAFF:

Fred Felton, Assistant City Manager

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:

Resolution of the Mayor and City Council Awarding Matching Grants to Diamond Farm Homes Corporation and Quince Orchard Park Community Association (\$5,550)

SUPPORTING BACKGROUND:

As you are aware, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for HOA's, COA's, and other community groups to improve the appearance or safety of their neighborhoods as well as use for community events, and professional consultants.

At this point, staff is recommending that grants be awarded to Diamond Farm Homes Corporation and Quince Orchard Park Community Association. The Diamond Farms community would like to use the grant funds to install six new entryway signs throughout the community. The community has three separate entries and this would create two new signs at each entrance to the community. The matching grant funds for Quince Orchard Park will be used to landscape the tips of four intersecting medians. I have enclosed copies of the original grant applications for your review.

If the Council approves these grants, the communities will receive a letter awarding the grants and authorizing them to proceed with the projects. No City funds will be released until receipts are submitted and the work has been inspected.

DESIRED OUTCOME:

Vote on Resolution.

Resolution No. _____

**RESOLUTION OF THE MAYOR AND CITY COUNCIL AWARDING MATCHING
GRANTS TO DIAMOND FARM HOMES CORPORATION AND QUINCE ORCHARD
PARK COMMUNITY ASSOCIATION**

WHEREAS, the Mayor and City Council has approved a Neighborhood Matching Grant Program to provide an incentive for neighborhood organizations to improve their communities; and

WHEREAS, funds for this program are available from the CIP Account 99-6 (087); and

WHEREAS, the Mayor and City Council have determined that the projects outlined are worthwhile and in the public interest:

NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council that the City Manager is authorized to award the following grants upon determining that the projects are completed as proposed, in the total amount of Five Thousand Five Hundred Fifty Dollars (\$5,550); said funds to be expended from the Capital Improvements Budget as follows:

<u>Community</u>	<u>Projects</u>	<u>Amount of Grant</u>
Diamond Farm Homes Corp.	Signage	\$4,400.00
Quince Orchard Park	Landscaping	\$1,150.00

AND BE IT FURTHER RESOLVED that the City Manager be and hereby is authorized to waive fees for any City permit required for the projects outlined above.

ADOPTED by the City Council of Gaithersburg this 18th day of April, 2006.

SIDNEY A. KATZ, Mayor
and President of the Council

THIS IS TO CERTIFY that the foregoing Resolution was adopted by the City Council in a public meeting assembled on the 18th day of April, 2006.

David B. Humpton, City Manager

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING TO EXPENDITURES FROM THE CITY BUDGET (CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Frederick J. Felton Date of City Council Meeting: April 18, 2006

AUTHORIZING

Purchase _____ Award Contract _____ Transfer Funds X Negotiate/
Execute a Contract _____

BID INFORMATION:

Advertisement Date N/A
Newspaper(s) N/A
Bids Opened/Tabulated (date) N/A

DESCRIPTION OF ITEM(S):

CONTRACTED/PURCHASE FROM:

Diamond Farm Homes Corporation (\$4,400)
C/O Community Associations, Inc.
P.O Box 1130
Germantown, Maryland 20875

Quince Orchard Park Community Association (\$1,150)
C/O The Management Group
20440 Century Blvd.
Suite 100
Germantown, MD 20874

CONTRACT/PURCHASE AMOUNT: **\$5,550.00**

Check One: In the Amount of _____ Not to Exceed X

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget X

Account Number: CIP 99-6 (#087)
(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available ✓ Not available _____

Frederick J. Felton 4/18/06
Finance Dept. Date

APR - 6 2006

**Diamond Farm Homes Corporation, INC.
C/o Community Associations, Inc.
P.O. Box 1130
Germantown, Maryland 20875**

Gaithersburg City Council
31 South Summit Avenue
Gaithersburg, MD

April 4, 2006

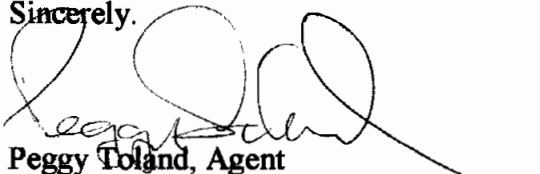
Dear Council Members,

On behalf of the Diamond Farm Homes Corporation, Inc. I would like to thank the Council for this opportunity to apply for a matching funds grant. The Board, on behalf of the community, is requesting these funds in order to install new signage on six different entryways. There are two areas on either side of the turn in from Quince Orchard Road to Purchase Street, off of Dosh two areas across from each other on Midline Road and the final two are at the entryway to Landsend Drive.

I have included a copy of the proposal from "Signs of Progress" which is the company that we are currently working with to come up with the design of the new signs. The Board is looking at Alternative 2 with the cost of all six signs being in the neighborhood of \$8,800.00. There may be some additional cost because four of the sign areas are curved.

Diamond Farm has not had the opportunity to renovate this area in over fifteen years and the Board is excited to be able to finally help give these entryways the update that is long over due. The Board hopes that the Council will feel the same way and help them in this endeavor.

Sincerely,



Peggy Toland, Agent
Diamond Farm Homes Corporation, Inc.

Diamond Farm Homes

Replacement Sign Alternatives

Alternative 1:

Sign made from 1" High Density Urethane (HDU)
Sandblasted to raise letters
White background, painted letters and borders
Signs on Quince Orchard Road sized to fit within existing border (22" x 13' approx.)
Other entrance signs will include diamond shape, will curve to match walls
Approx. size 30" x 11'

Estimated price, including installation: \$12,429 (includes 10% non-profit discount)

Alternative 2:

Sign faces will be made from .040" aluminum, cut to shape (note: Diamond may not be possible)
Lettering will be 1/4" aluminum with baked enamel color
Sign will be attached to wooden frame curved to match wall (note, screw heads may be visible on face of sign)
Side entrances would be approx. 30" x 11'
Front entrance could be sandblasted HDU as above.

Estimated price, including installation: \$8,800 (includes 10% non-profit discount)



NEIGHBORHOOD MATCHING GRANT APPLICATION

I. Applicant Information:

Applicant's Name Manager - Peggy Boland - Diamond Farm
Applicant's Address Homes Corp.

Applicant's Telephone Number 301-258-7711

Name of Neighborhood Diamond Farm Homes Corp. Number of Homes 268

Does the Neighborhood have an HOA, COA or Citizens Association?
☒ Yes ☐ No

II. Project Information

Please describe the proposed improvement (attach sketches or plans as appropriate):

6 New entry way signs -

Please describe the need for the project and the benefit to the community:

A lot of the single letters are missing
and only one side of the entryways
to midline & Landsend have signage left.

Has this proposed project been discussed at a meeting that was open to all residents?
☒ Yes ☐ No

When would you like to start the project? May, 2006

(Please see reverse side)

III. **Financial Information**

What is the estimated cost of the project?

8,800.- 9800

\$ 4,400.-

50%

***The total amount of the City Grant can not exceed \$5000 or 50% of the cost of the project (whichever is less).

How will the remaining costs be financed?

Reserves

Applicant's Signature

Date

FOR OFFICE USE ONLY:

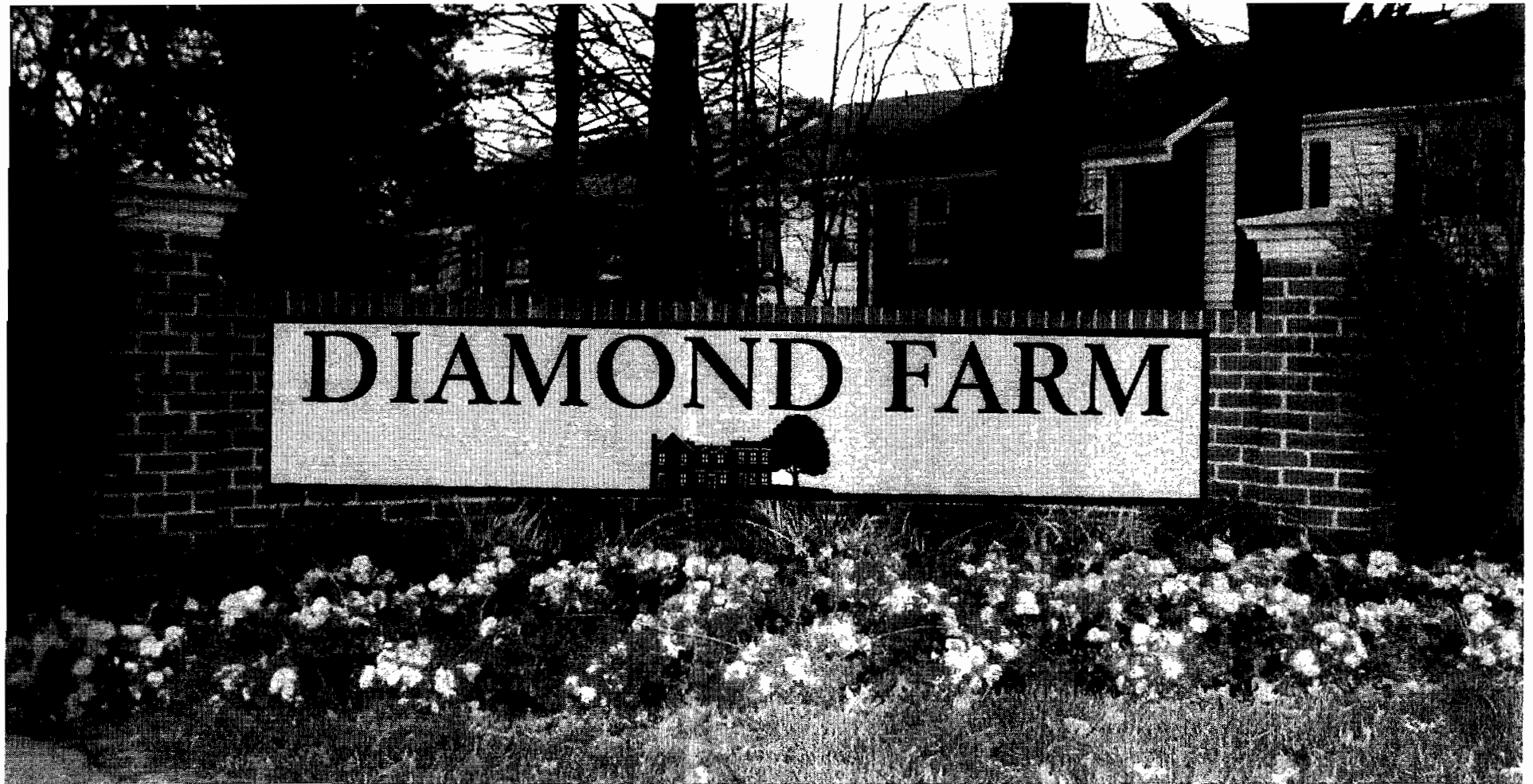
Date received: _____

Date reviewed by staff: _____

Staff comments: _____

approved 4-6-06

There will be changes to the placement of
the logo & the letters & border will be Forest green.



24"x132"

9.5" Letters

1" Border

12"x29" Logo Graphic



MAR 28 2006

NEIGHBORHOOD MATCHING GRANT APPLICATION

****Please note:** Grants will be considered for new projects such as lighting, installation of landscaping, tot lots, entrance features, other physical improvements, or neighborhood events.

I. Applicant Information:

Applicant's Name Quince Orchard Park Community Association
Applicant's Address 20440 Century Blvd., Suite 100
Germantown, MD 20874
Applicant's Telephone Number 301-948-6666 301-963-3856
Edy Pratt
Name of Neighborhood Quince Orchard Park Number of Homes 503
Date application submitted: March 21, 2006

Does the Neighborhood have an HOA, COA or Citizens Association?

☒ Yes

☐ No

II. Project Information

Please describe the proposed improvement (attach sketches or plans as appropriate):
The Association would like to contract with Potomac Gardens Center
to landscape the tips of the medians along Orchard Ridge Drive. The
medians at the intersection of Orchard Ridge Drive and Winter Walk
Drive, at the intersection of Mill Green Avenue and Orchard Ridge Drive
and at the intersection of Elmira Lane and Orchard Ridge Drive will
be landscaped using a combination of perennials, ornamental grasses +
junipers.

Please describe the need for the project and the benefit to the community:
Orchard Ridge Drive is the main roadway that is used by Quince Orchard
Park residents to access Quince Orchard Road or Great Seneca Highway.
It is also the main thoroughfare for individuals who work at MedImmune
and at the commercial areas on Orchard Ridge Drive. Beautifying the
median tips will enhance the appearance of the entire roadway not
only for Quince Orchard Park residents but also for individuals
working in the area.



Has this proposed project been discussed at a meeting that was open to all residents?

☒ Yes

☐ No

When would you like to start the project? April 2006

III. Financial Information

What is the estimated cost of the project? \$2,300 \$1,150

***The total amount of the City Grant can not exceed \$5000 or 50% of the cost of the project (whichever is less).

How will the remaining costs be financed?

Through the Quince Orchard Park Community Association budget for landscaping improvements, which is financed through homeowner assessments.

RUCHITA PATEL, AGENT
Applicant's Printed Name

[Signature]
Applicant's Signature

3/03/06
Date

FOR OFFICE USE ONLY:

Date received: 3/1/06

Date reviewed by staff: 4-10-06

Staff comments: [Signature]